

City of San Bruno

CLASS SPECIFICATION

CLASS TITLE:

POLICE CORPORAL

DEFINITION:

To perform police patrol, investigation, traffic regulation, and related law enforcement activities and lead assigned staff engaged in the enforcement of laws and the prevention of crimes; and perform the more difficult police tasks and assignments assigned to any team, unit or specialized area of law enforcement; to fulfill supervisory responsibilities in the absence of a Sergeant. To provide field training and other staff development services. To perform duties requiring specialized knowledge and participate in and conduct investigation duties, answer complaints, complete police reports and perform public service tasks.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level classification. Positions at this level are distinguished from the Police Officer classification by the level of responsibility assumed, complexity of duties assigned, independence of action taken. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from an assigned Police Sergeant or Police Command staff member. May train personnel. As a lead position, may direct police officers, reserve officers, non-sworn employees, explorers, and volunteers and may be called upon to provide temporary administrative/functional supervision to staff in the absence of a Police Sergeant during a particular shift.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Work on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Work an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintain normal availability by radio or telephone for consultation on major emergencies or incidents.
- Assist supervisors (Police Sergeants) in planning, leading, and participating in the work of staff assigned in security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

- As directed by the Police Sergeant, direct and lead subordinate personnel; in the absence of the Sergeant during a shift, assume the administrative/functional duties of the Sergeant.
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances; has knowledge of and adhere to departmental policies and procedures as outlined.
- Patrol City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Respond to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other criminal activity. Take appropriate law enforcement action.
- Interview and/or interrogates suspects, witnesses and victims; preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon medical assistance, ambulances and other law enforcement vehicles; take measurements and draws diagrams of scene.
- Conduct follow-up investigations of crimes committed during assigned shift; seek out and questions victim, witnesses and suspects; develop leads and tips; search scene of crimes for clues; analyze and evaluates evidence and arrests offenders; prepare cases for giving testimony and testifies in court proceedings.
- Prepare a variety of reports and records including crime reports, incident reports, patrol blotters,, vehicle reports, traffic hazard reports, etc.
- Undertake, understand and value the concept of community-oriented policing, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, and other related public service tasks.
- Participate in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Conduct patrol activities including directing traffic, investigating reported or observed violations of law, and conducting patrol activities. Conduct follow-up investigations as required or assigned.
- Coordinate activities with other officers or other City departments as needed, exchange information with officers in other law enforcement agencies, and obtains advice from the District Attorney's Office regarding cases, policies and procedures, as needed and assigned.
- Maintain contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about department activities.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Ensure proper maintenance of departmental equipment, supplies and facilities.
- Maintain contact with general public, court officials, and other City officials in the performance of police operating activities.
- May serve as a member of various employee committees.
- May be selected for assignment duty in areas such as Investigator, other such assignment duty, which may be available.
- Provide or coordinate staff training; work with employees to correct deficiencies.

- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respects and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and techniques of traffic control.
- Basic interviewing methods and principles.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Defensive Tactics and de-escalation principles and practices.
- Safe work methods and safety regulations pertaining to the work including officer
- safety standards and safe driving principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Law enforcement record keeping and records management principles, procedures, techniques, and equipment.
- Research and report writing techniques.
- Methods and techniques used in customer service and public relations.
- Principles of business letter writing and basic report preparation. Pertinent local, State and Federal rules, regulations and laws.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Observe accurately and remember names, faces, numbers, incidents and places.
- Use and care for firearms.
- Think and act quickly in emergencies, and to judge situations and people accurately.
- Operate a police radio; operate and use modern office equipment and technology, including computers and applicable software.
- Understand and interpret laws and regulations.
- Perform specific assignments with minimal oral or written directions.
- Prepare clear, concise and comprehensive written reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate practical knowledge of good understanding of human relations.
- Schedule, organize and supervise the work of subordinates.
- Interpret and apply laws and regulations. Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Perform the most complex duties related to law enforcement.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to an associate's degree from an accredited college or university with major coursework in law enforcement or another field of study applicable to the responsibilities and requirements of this job class.

Possess or be eligible to possess a California P.O.S.T. Basic Certificate prior to completion of probationary period.

Two years (2) years of experience as a police officer with an approved law enforcement agency.

Special Requirements:

Possession and continued maintenance of a valid California Class C driver's license is required. Ability to meet and maintain department's physical standards as necessary to perform the required job duties.

Working Conditions:

EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; taste and smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate but can be loud in an emergency or field situation.

Category:	Advanced Journey Supervisor
FLSA Classification:	Non-Exempt
Effective Date:	May 9, 2022
Revised:	N/A